

*Scanning the Delaware & Hudson Railroad Bulletin
Quote For The Carbondale Historical Society*



Date: 15 August 2019

Customer: The Carbondale Historical Society

Project: Scanning the Delaware & Hudson Railroad Bulletin

Deadline: Within 1 month of receipt

Description: The Carbondale Historical Society has approximately 3,744 pages of The Delaware & Hudson Railroad Bulletin to be scanned as 300dpi, grayscale, multi-page, .PDF files, named by Issue Date. A single-pass OCR will be run on all resulting files.

Notes: Single-pass OCR is a machine process with no human intervention. Results will vary based upon the quality of the text being recognized, and in no case will handwritten information be captured.
NOTE: Based upon Customer description, it is anticipated that there will be no document preparation necessary for this project.

Customer Responsibilities:

- The Carbondale Historical Society [Customer] will identify, package and label all materials to be converted
 - Customer will create a manifest of all materials being sent, noting any missing issues, or anomalies.
- Customer will transport all materials to the West Hazleton, PA conversion facility.
- Customer will provide a contact to act as liaison to answer questions that arise.
- Customer will pick up original materials and USB Flash Drive at the conclusion of the project.
- Customer will review and sign off on all materials within 30 days of receipt.

IMR Digital Responsibilities:

- **IMR Digital** will log all materials in to production tracking software upon receipt.
 - **IMR Digital** will notify Customer of any discrepancies immediately.
- **IMR Digital** will scan all materials as 300dpi, multi-page, grayscale, .PDF files.
- **IMR Digital** will name all files by Issue Date.
- **IMR Digital** will run single-pass OCR on all resulting files.
 - Single-pass OCR is a machine process with no human intervention. Results will vary based upon the quality of the text being recognized, and in no case will handwritten information be captured.
- **IMR Digital** will place all files on USB Flash Drive for return to Customer

Shipping:

Deliverables will be sent to:

The Carbondale Historical Society
1 North Main Street #3
Carbondale, PA 18407
Attention: Robert S. Powell
Phone: 570.282.0385 | email: srp18407@gmail.com

Pricing:

This is not a Fixed-Price bid. The quantities and totals shown below are the results of preliminary reviews and are for estimating purposes only.

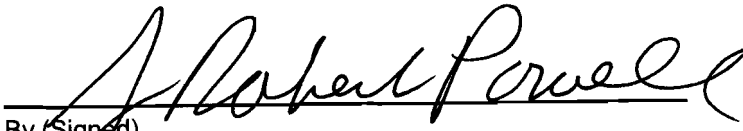
The project will be invoiced on a Per-Unit basis; the Price-per-Unit will be fixed so long as there is not a substantial difference between the samples reviewed and the materials processed. The total Price invoiced will be the sum of the quantity of Units multiplied by the Price-per-Unit.

Deliverable Description	Estimated Unit Price	Estimated Quantity	Estimated Extended Price
Scan The Delaware & Hudson Railroad Bulletin as 300dpi, grayscale, multi-page, .PDF files, named by Issue Date, and run single-pass OCR on the resulting files.	\$0.25 per image	3,744 images	\$936.00
Estimated Total:			\$936.00

- All estimated Units and Prices are based on information provided to **MR Digital** by The Carbondale Historical Society.
- Unit quantities are estimates only, based upon initial review and/or information provided by The Carbondale Historical Society.
- The Total Price invoiced will be the sum of the quantity of Units processed, multiplied by the corresponding Price-per-Unit.
- Should the materials prove substantially different from the sample reviewed, resulting in a change of project scope, **MR Digital** will inform The Carbondale Historical Society of this discrepancy and seek guidance regarding how to proceed with the project.
- Should the Unit quantities significantly exceed that that estimated during preliminary review and information gathering, resulting in a change of project scope, **MR Digital** will inform The Carbondale Historical Society of this discrepancy and seek guidance regarding how to proceed with the project.
- Should the project lend itself to completion and subsequent delivery of batches of deliverable materials, billings will be made on a per-delivered-batch basis, typically monthly.
- Neither party shall be liable for failure of or delay in performance of the tasks outlined herein if such failure or delay is due to causes beyond reasonable control, including but not limited to acts of God, labor disputes, or any other force majeure event.
- **MR Digital** will honor this quote for 30 days from the date of this document.

Acceptance:

I approve this quote and the activities and deliverables described herein.


By (Signed)

S.R. Powell
Signatory Name

Signatory Title

August 16, 2019
Date of Signature

- Execution indicates acceptance of the terms, assumptions, and conditions herein.

Cindy Bachart
Inside Sales Representative
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